

Part Three

Data Analysis Skills

In the email, please find attached an Excel sheet for you to complete the following tasks. Please note that only four tasks are mandatory. The rest are optional.

Task 1: In the Task 1 worksheet, the columns with a green background (Total Hours, Hourly Rate, and Total Pay) are the missing parts of the work records that must be completed by writing the three formulas described below:

1. Total Hours write formula to calculate the Total Hours worked that day by using FROM and TO columns
2. Get the hourly rate from the Tables worksheet Work_Code table by using VLOOKUP on the Specialty Code
3. Calculate total pay by Total Hours into Hourly Rate
4. remove the green background on these sheets

Task 2 (Optional):

Complete this report by retrieving a subset of the data from the Task 1-Contract Work worksheet. This subset should include only the records for **employees working on Corporate Sales projects who have earned more than \$1,000 in a day**. Once you have the subset of data copied from the Contract Work worksheet to the **Total Pay Report** worksheet, apply a subtotal operation to sum the **Total Pay** for each employee. The Task 2-Total Pay Report worksheet has headers in place indicating the columns to be included in the report. You can use copy. Past and VLOOKUP to complete this task

Your Total Pay Report should look like the illustration below


1	2	3	B	C	D	E	F	G
		9	Employee Name	Employee Code	Client Name	Client Code	Date	Total Pay
	•	10	Charles Morton	1	City of Morton, NC	C40	July 1, 2013	\$1,600.00
	[-]	11	Charles Morton Total					\$1,600.00
	•	12	Arthur Reilly	5	Marshall Furniture	C60	July 10, 2013	\$1,500.00
	•	13	Arthur Reilly	5	Renfrow Printers & Publishers	C80	July 11, 2013	\$1,700.00
	[-]	14	Arthur Reilly Total					\$3,200.00
	•	15	Kate Emerson	9	Tandy's, Inc.	C70	July 17, 2013	\$1,600.00
	•	16	Kate Emerson	9	Marshall Furniture	C60	July 16, 2013	\$1,300.00
	[-]	17	Kate Emerson Total					\$2,900.00
	•	18	Eric Stokes	11	School of the Environment	C50	July 14, 2013	\$1,800.00
	•	19	Eric Stokes	11	Mallard & Hernandez, Inc.	C10	July 17, 2013	\$1,650.00
	•	20	Eric Stokes	11	Marshall Furniture	C60	July 18, 2013	\$2,000.00
	[-]	21	Eric Stokes Total					\$5,450.00
	•	22	James Hartigan	15	Mack's Moving & Storage	C20	July 14, 2013	\$1,900.00
	•	23	James Hartigan	15	Sanford Booksellers, Ltd.	C90	July 17, 2013	\$1,200.00
	[-]	24	James Hartigan Total					\$3,100.00
	•	25	Thomas Hoffman	16	School of the Environment	C50	July 18, 2013	\$1,400.00
	[-]	26	Thomas Hoffman Total					\$1,400.00
	•	27	John Pane	20	School of the Environment	C50	July 23, 2013	\$1,350.00
	•	28	John Pane	20	Renfrow Printers & Publishers	C80	July 24, 2013	\$1,600.00
	[-]	29	John Pane Total					\$2,950.00
	•	30	Pamela Buncombe	29	School of the Environment	C50	July 18, 2013	\$1,450.00
	•	31	Pamela Buncombe	29	Rodriguez Catering	C15	July 29, 2013	\$1,900.00
	[-]	32	Pamela Buncombe Total					\$3,350.00
	•	33	Steven Galloway	33	City of Morton, NC	C40	July 22, 2013	\$2,500.00
	•	34	Steven Galloway	33	Rodriguez Catering	C15	July 23, 2013	\$1,800.00
	•	35	Steven Galloway	33	Mallard & Hernandez, Inc.	C10	July 27, 2013	\$2,000.00
	•	36	Steven Galloway	33	Marshall Furniture	C60	July 28, 2013	\$2,050.00
	•	37	Steven Galloway	33	Renfrow Printers & Publishers	C80	July 29, 2013	\$1,850.00
	•	38	Steven Galloway	33	Mack's Moving & Storage	C20	July 31, 2013	\$1,800.00
	[-]	39	Steven Galloway Total					\$12,000.00
	•	40	Peter Walton	34	Sanford Booksellers, Ltd.	C90	July 12, 2013	\$2,400.00
	•	41	Peter Walton	34	School of the Environment	C50	July 13, 2013	\$2,400.00
	•	42	Peter Walton	34	Tandy's, Inc.	C70	July 14, 2013	\$2,600.00
	•	43	Peter Walton	34	Wardell, Mingus, and Krensha	C30	July 30, 2013	\$1,100.00
	[-]	44	Peter Walton Total					\$8,500.00
	•	45	Jose Naron	37	City of Morton, NC	C40	July 18, 2013	\$1,600.00
	•	46	Jose Naron	37	Rodriguez Catering	C15	July 19, 2013	\$2,700.00
	[-]	47	Jose Naron Total					\$4,300.00
	•	48	Anne Neville	38	Mallard & Hernandez, Inc.	C10	July 27, 2013	\$2,500.00
	[-]	49	Anne Neville Total					\$2,500.00
	[-]	50	Grand Total					\$51,250.00

Task 3 (Optional): Complete the Employee Name Report, A list of employee Names appears in Column B. At present, the first and last name for each employee is stored in the same cell. A reference to Cell B10, for example, retrieves the complete name Charles Morton. In this task, parse the data so it's stored with first and last names in separate cells. With this arrangement, each component can be referenced separately.

Task 4 (Optional): In the Task 4- Summarize Sales worksheet there are 82 records capture client and region information, dates, billable hours, and total sales. Each client appears to have multiple records in the data.

In this task, subtotal **Total Sales** by **Client Region** as a sum and subtotal **Billable Hours** by **Client Name**, also as a sum. The result should look as following:

1	2	3	4	A	B	C	E	F
			4					
			5					
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 <h2>Mogul Cell Phones</h2> <p><i>Sales Summary</i></p>			
Client Name	Client Region	Billable Hours	Total Sales
Mack's Moving & Storage Total		34	
Renfrow Printers & Publishers Total		56	
	East Total		\$14,370.25
Mulberry Electronics Total		45	
Second Best Buys Total		34	
Trend Advisors Total		22	
	North Total		\$16,095.00
Lester Redevelopment Inc. Total		62	
Oglethorpe Riding Mowers Total		51	
Robinett's Strip Malls Total		50	
	South Total		\$25,989.00
All Things Surf Total		24	
Marshall Furniture Total		28	
Rodriguez Catering Total		37	
Silicon Ventures Total		47	
	West Total		\$21,708.50
Grand Total		489	
	Grand Total		\$78,162.75

Task 5– Analyze Stock Returns worksheet shows Philip Morris stock returns for the 83 months between 1990 and mid-1997. Use Excel’s FREQUENCY array function to find out the number of returns that fall into each of six different value shown in Bin Values

Sales data

In three regions

And **totals** calculated by **quarter**.

[illegible]

Task 7:

Part 1: Please use task 7 sheet to apply **Data Validation** date range C7:F18. Use the **Data Validation** dialog to specify that:

- All the values should be whole numbers, and that
- All values should be less than or equal to 100
- Circle in the invalid data and take screen shot of the answer and paste it below in the excel sheet

	B	C	D	E	F
6		Quarter 1	Quarter 2	Quarter 3	Quarter 4
7	March	55	68	100	68
8	April	68	72	88	33
9	May	108	91	43	96
10	June	96	88	25	401
11	July	40	580	38	68
12	August	68	33	44	12
13	September	72	96	86	800
14	October	91	400	35	68
15	November	88	68	68	33
16	December	43	91	701	96
17	January	10	88	91	90
18	February	0	43	88	34

Part 2: Apply a Data Validation on the cell H6 to make it a drop down list of Cells J7:J16 and the apply conditional formatting on the data range of C7:F18 and apply Custom Lendo Blue color to it, so by changing Cell H6 different cells get highlighted

Please make sure the color is Lendo Logo blue color

Task 8: Please use task 8 sheet to clear four Pivot Tables in the same format, view, filter and number format

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O
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1.	Sum of Sales Year	2006
	State	California
		Oregon
		Washington
	Grand Total	\$36,962,864

2.	Year	2005
	Season	Fall

Average of \$2 State	California	Oregon	Washington	Grand Total
Type	California	Oregon	Washington	Grand Total
Amber Ale	\$514,649	\$393,690	\$596,707	\$501,682
Hefeveizen	\$498,673	\$427,784	\$541,275	\$489,244
Pale Ale	\$541,930	\$386,772	\$574,091	\$500,331
Pilsner	\$541,022	\$430,461	\$567,246	\$512,910
Porter	\$487,516	\$481,311	\$530,193	\$499,673
Stout	\$558,787	\$529,637	\$475,884	\$521,436
Grand Total	\$523,763	\$441,609	\$547,566	\$504,313

3.	Year	Season	Values	State	Washington
	2005			California	Washington
	Fall		Sum of Sales \$	\$3,142,577	\$3,285,396
			Average of Sales:	\$523,763	\$547,566
	Spring		Sum of Sales \$	\$3,227,213	\$3,230,328
			Average of Sales:	\$537,869	\$538,488
	Summer		Sum of Sales \$	\$3,360,737	\$3,536,132
			Average of Sales:	\$560,123	\$589,355
	Winter		Sum of Sales \$	\$2,860,072	\$3,109,297
			Average of Sales:	\$476,679	\$518,216

4.	Season	Winter
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Type	Pilsner	Porter	Stout	Grand Total
Sum of Sales	\$4,168,249	\$3,851,930	\$3,881,289	\$11,901,468